

ARIZONA@WORK: Tips for a Successful Job Interview

Powtoon

Ring Ring.

Hello...I am looking for Pat. This is Chris from Widget Corp. We are impressed with your resume and would like to invite you to a job interview.

Do your homework. Research the company. Be prepared to explain why you'd be best for the position.

Ask what kind of interview it is. Panel interview? One-on-one? I will prepare for both!

Practice answering interview questions. Don't neglect situational questions. Your answers to situational questions tell an interviewer how you're likely to respond to workplace circumstances. Practice = confidence.

Be on time. Being late could jeopardize your chances at being hired. Be sure you have plenty of time to get where you need to be.

Wear proper attire. When in doubt, dress up, not down.

Go to the interview alone.

Know where to go and who to meet.

Put away all distractions. No food, beverages, or cell phone.

Bring copies of your resume. Take notes and give a copy of your resume to each interviewer.

Be prepared to explain gaps in your employment. Periods of joblessness can signal a disinterest in working. Talk about other accomplishments: volunteer work, school, training, etc.

Have a positive attitude & be engaged. Employers want to know that you will add value to the company. Disinterest equals a lack of enthusiasm.

Send Thank You Notes. To show appreciation & establish yourself as a memorable candidate. Handwritten notes given right away are better than e-mails sent later. Make sure you give one to each interviewer that was present.

Follow up. When appropriate, reach out to ask if hiring decisions have been made. Your continued interest lets an employer know that you are serious about the position.

Remember. You are competing against other candidates. Do not give an employer a reason to dismiss you as a potential hire.

Need help finding a job? ARIZONA@WORK.com has an array of no-cost workforce resources available.

Consider registering for one of our "Interviewing Skills" workshops.

ARIZONA@WORK INNOVATIVE WORKFORCE SOLUTIONS